



Stratfield Mortimer Parish Council

Policy Guidance and Glossary

Policy Guidance

- 1 The Council has a number of Policies and Documents, either determined by the Council or by a Body to which Council has delegated responsibility, as detailed in the Appendix hereto.
- 2 Any new Policy or Document, or any substantive amendment to such, must be agreed by:
 - 2.1 a Resolution of the Body to which the Policy or Document has been delegated (for example, F&GP in respect of personnel Policies); or
 - 2.2 Council Resolution.
- 3 The Clerk may make minor amendments to Policies or Documents, to be reported to the next applicable Council or Body Meeting:
 - 3.1 in order to ensure that legislative provisions are current and any typographical or other errors are corrected;
 - 3.2 to edit the Appendix hereto so that it is up to date; or
 - 3.3 that, in the reasonable opinion of the Clerk together with (as applicable) the Council Chairman or Vice-Chairman, or the relevant Body Chairman, are consequential upon other amendments agreed in accordance with this Part.
- 4 Text in a Policy in italics is included for explanation and assistance only and does not form part of the Policy in question.

Glossary

- 5 In any Policy, the following words or phrases (or their singular or plural as applicable) expressed in **black bold** type shall have the meanings ascribed to them:

1960 Act	Public Bodies (Admission to Meetings) Act 1960
1964 Act	Harbours Act 1964
1972 Act	Local Government Act 1972
1989 Act	Local Government and Housing Act 1989
1990 Regulations	The Parish and Community Councils (Committees) Regulations 1990
1992 Act	Local Government Finance Act 1992
2003 Regulations	The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003
2011 Act	Localism Act 2011

2014 Act	Local Audit and Accountability Act 2014
2014 Regulations	The Openness of Local Government Bodies Regulations 2014
2015 Code	The Local Government Transparency Code 2015
2015 Regulations	The Local Government (Transparency Requirements) (England) Regulations 2015 (which requires publication of certain information specified in the 2015 Code)
2023 Act	Procurement Act 2023
2024 Regulations	The Procurement Regulations 2024
AAR	the Accounts and Audit Regulations issued under ss 32, 43(2) and 46 of the 2014 Act, or any superseding legislation, and then in force unless otherwise specified;
Access Code	any code, personal identification number (PIN), password, memorable information, etc, needed to access a relevant computer system or Bank Portal
Accounts	the accounting records of the Council
Advisory Committee	a Committee constituted further to s.102(4), 1972 Act “to advise the [Council] on any matter relating to the discharge of their functions”
AGAR	Annual Governance and Accountability Return produced in accordance with the 2014 Act, the AAR and Proper Financial Practice
Agenda	the agenda for a Meeting (generally contained in the Summons)
Annual Budget	a detailed estimate of all receipts and payments, including the use of reserves and all sources of funding, producing the annual budget of the Council (and thus a combination of the Council Budget and Body Budgets)
Annual Meeting	the annual Council Meeting
Appendices	the appendices to a Council Policy as the context requires
<u>Assigned Matter</u>	<u>subject to S101, a Matter other than a Delegated Matter assigned to an individual or a Body (as recorded in Minutes and/or the Scheme of Delegation where relevant) by:</u> <u>(i) a Body to an individual</u> <u>(ii) a Parent Body to a Sub-Body</u>
BACS	Bankers' Automated Clearing System
Bank	a bank holding an account belonging to the Council

Bank Account	a Council bank account held by a Bank
Bank Administrator	an Officer authorised to administer any Bank Account, including creating Electronic Instructions
Bank Mandate	the mandate issued by the Council to a Bank identifying Bank Signatories
Bank Signatory	a Councillor who has been appointed by Council Resolution as a signatory to a Bank Account or Accounts (but a Bank Signatory being, or having a family or business connection with, the beneficiary of a payment shall not authorise that payment)
Banking Portal	a system portal used to access a Bank Account electronically
Body	a Committee, Sub-Committee, Steering Group, Working Party, or any other body formed in accordance with the Standing Orders and/or Scheme of Delegation, as the context requires
Body Budget	the budget of a Body as set (subject to S101) by the Annual Budget or any Virement
Body Chairman	the chairman of a Body as the context requires
Chairman's Allowance	any sum agreed by the Council as an annual allowance made available to the Council Chairman: (i) to be taken as a salary for performing the functions of Council Chairman (and thus subject to PAYE etc), or (ii) to be spent by the Council on the instruction of the Council Chairman upon anything that the Clerk alone, or the Clerk in conjunction with the Council Chairman, has authority to purchase in accordance with the Financial Regulations
Calendar	the calendar of Meetings in each Municipal Year
CHAPS	Clearing House Automated Payment System
Clear Day	a day not including the day on which notice was issued, the day of the Meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning
Clerk	the Clerk of the Council
Code of Conduct	the Council's Code of Conduct
Committee	a committee of the Council (a Standing Committee, Advisory Committee or Other Committee)

Co-Opt	an individual within the definition in s27(4) of the 2011 Act: a non-Councillor appointed as a member of a Body <u>Committee or Sub-Committee</u> and entitled to vote on an Item
<u>co-opt</u>	<u>a non-Councillor appointed as a member of a Body who does not fall within the definition of Co-Opt</u>
Council	Stratfield Mortimer Parish Council
Council Budget	that element of the Annual Budget not contained in Body Budgets
Council Chairman	the chairman of the Council
Council Vice-Chairman	the vice-chairman of the Council
Councillor	an elected or co-opted member of the Council
Delegated Body	a Body with Delegated Powers, as detailed in the relevant Minutes and/or its Terms of Reference
Delegated Matter	subject to S101, a Matter delegated to an individual or a Body, and <u>(as</u> recorded in Minutes and/or the Scheme of Delegation where relevant), by: (i) statute (ii) a Body to an individual (iii) a Parent Body to a Sub-Body
Delegated Power	the power of a duly delegated individual or a Delegated Body to act in respect of a Delegated Matter, to include the power to undertake financial transactions provided that such are in accordance with: <u>(i) the Minutes and/or the Scheme of Delegation, and</u> <u>(i)(ii) the Financial Regulations</u>
Disclosable Pecuniary Interest	as defined in Appendix A to the Code of Conduct
Dispensation	a dispensation, as defined in the Code of Conduct, allowing a Subject Member to take part in a Meeting and vote in respect of an Item where an Interest might otherwise prevent them from being able to do so
Document	a document other than a Policy (a standard contract, regulations, etc) issued by the Council in connection with its activities and controlled in accordance with this Policy Guidance and Glossary
DPI	a Disclosable Pecuniary Interest

Earmarked Reserve	a financial reserve earmarked for a specific project or purpose
Election Year	a year in which ordinary elections for Council are held
Electronic Instruction	an electronic or internet instruction to a Bank to make a payment or transfer (including by BACS or CHAPS where authorised in accordance with the Financial Regulations)
Extraordinary Meeting	a Meeting other than the Annual Meeting or an Ordinary Meeting called in accordance with the Standing Orders
F&GP	the Council's Finance and General Purposes Committee
Financial Regulations	the Council's Financial Regulations
General Power Of Competence	further to ss1-8 of the 2011 Act, the power given to certain local authorities, including eligible parish councils, to do anything that individuals may generally do
General Reserve	that element of the Council's financial balances not held in the Operating Reserve or in Earmarked Reserves
IFC Confirmation	a document confirming that the Internal Financial Control referred to has been undertaken
Interest	a Subject Member's interest in an Item
Internal Financial Control	the system for Officers and Supervising Councillors to check that Proper Financial Practice is undertaken, and to facilitate the effective administration of the Council's functions, including arrangements for the management of risk
Item	an item listed on a Meeting Agenda or otherwise arising at a Meeting
JPAG	the Joint Panel on Accountability and Governance
Matter	a matter relating to the discharge of the functions of the Council
Meeting	a quorate meeting of the Council or a Body held in accordance with a Summons – all Council and Committee Meetings shall be held in public or in Part II, but Sub-Committee and other Body Meetings may be held in private if their Terms of Reference provide for such
meeting	a meeting of a Body that is not a Meeting
Meeting Chairman	the chairman of a Meeting or meeting
Meeting Clerk	the person clerking a Meeting or meeting

Member	a Councillor in respect of the Council, or a member of the Body in question (ie a Councillor or non-Councillor appointed to that Body)
Minutes	the agreed minutes of a Meeting or meeting
Monitoring Officer	the WBC Monitoring Officer
Motion	a motion submitted in accordance with the Standing Orders
Municipal Year	a year commencing on the date of the declaration of the results of the election of Councillors in an Election Year or the anniversary of that date until the next Election Year
Named Vote	a vote in which each Voting Member present is asked in turn by the Meeting Chairman or Meeting Clerk how they vote and their name and vote is recorded in the Minutes
Officer	an employee of the Council
Operating Reserve	a financial reserve containing an amount agreed by the Council as being an appropriate minimum to be held in reserve, relative to the Council's size, situation, risks and budget, and in accordance with JPAG guidance
Ordinary Meeting	a scheduled Meeting of the Council or a Body
Other Committee	a Committee other than a Standing Committee or Advisory Committee
Other Registerable Interest	as defined in Appendix B to the Code of Conduct
Outside Body	an external body that the Council appoints to (where there is a power of appointment) or nominates to (where there is a power to propose members, trustees, etc)
Paragraph	a numbered section of the Policy in question or of another Policy if referred to
Parent Body	the Council in respect of a Committee, or the Body establishing a Sub-Body in respect of that Sub-Body
Parish	the Civil Parish of Stratfield Mortimer
Part	a section of a Policy divided by a blue heading
Part II	any part of a Meeting where a resolution has been passed to exclude members of the press and public from the Meeting in accordance with s1(2) of 1960 Act due to the confidential nature of the business to be transacted

Personal Interest	any Interest other than a Registerable Interest or a Related Interest which the Subject Member thinks should be disclosed as a matter of openness
Policy	a policy of the Council
Precept	the amount of money required from council tax payers in the parish to balance the Annual Budget (submitted to WBC for inclusion, by reference to council tax bands, in WBC council tax demands)
Pricing Submission	a quotation (fixed pricing for the proposed supply) or estimate (estimated pricing for the proposed supply) as applicable in the circumstances of the proposed supply
Procurement Legislation	The 2023 Act and 2024 Regulations together, or any superseding legislation
Procurement Terms	any terms for procurement by the Council issued from time to time
Proper Financial Practice	proper financial practice as set out in the most recent version of the Practitioners' Guide issued by JPAG and published by the National Association of Local Councils
Proper Officer	the Clerk or such other person appointed by the Council Chairman to undertake the work of the Proper Officer if the position of Clerk is vacant or the Council Chairman considers it necessary
Register of Interests	the public register of Registerable Interests (excluding Sensitive Interests) relating to each Subject Member held by WBC
Registerable Interest	a Disclosable Pecuniary Interest or an Other Registerable Interest
Related Interest	a financial Interest of a friend, relative or close associate of a Subject Member which is not a Registerable Interest
Relevant Body	the Council, or a Delegated Body acting in accordance with the Scheme of Delegation, making a decision in accordance with the Financial Regulations in relation to the Council Budget or a relevant Body Budget as the case may be
Relevant Body Chairman	the Council Chairman (eg in relation to an element of the Council Budget) or the Chairman of a Relevant Body (eg in respect of that Relevant Body's or Relevant Sub Body's Budget)
Relevant Sub Body	a Sub Body of a Relevant Body
Resolution	a resolution of the Council or a Body to do or not do something

RFO	the Responsible Financial Officer (a statutory office appointed to by the Council) - the Council may also appoint a Deputy RFO in which event the RFO may delegate any action in the Financial Regulations allocated to them to the Deputy RFO (and any reference to the RFO in the Financial Regulations shall also be to the Deputy RFO where the context allows for or requires such)
S101	s.101 of the 1972 Act, which includes that “a local authority may arrange for the discharge of any of their functions ... by a committee, a sub-committee or an officer of the authority”
Scheme of Delegation	the Council’s Scheme of Delegation
Sensitive Interest	a Registerable Interest which, if disclosed on a public register, could lead the Subject Member or a person connected with the Subject Member to suffer violence or intimidation
Standing Committee	a Committee identified as such in the Scheme of Delegation and meeting regularly
Standing Sub-Committee	a Sub-Committee of a Standing Committee
Standing Orders	the Council’s Standing Orders
Steering Group	a group established by the Council or a Committee to deal with long term, task-limited, matters
Sub-Body	a Committee in respect of the Council, or a Body established by another Body in respect of the Body establishing it
Sub-Committee	a sub-committee of a Committee
Subject Member	a Councillor -or , Co-Opt <u>or co-opt</u> whenever they are acting, claiming to act, or giving the impression they are acting, in their capacity as a Councillor -or , Co-Opt <u>or co-opt</u>
Summons	the notice summoning a Meeting and specifying the Agenda
Supervising Councillor	a Councillor appointed by F&GP to undertake a certain activity or activities as described in the Financial Regulations
Supplier Account	a trading account established with a supplier of goods and/or services to the Council enabling the purchase of goods and/or service on agreed credit (etc) terms
Terms of Reference	the terms of reference relating to a Body as detailed in the Scheme of Delegation, or in the Minutes of a relevant Meeting or meeting

Virement	a transfer of funds between Budgets and/or the Operating Reserve and/or the General Reserve and/or Earmarked Reserves authorised in accordance with the Financial Regulations
Voting Member	(i) a Councillor in respect of any Item before the Council or a Body of which they are a Member, or (ii) a non-Councillor Member of a Body with a right to vote in respect of an Item before that Body
WBC	West Berkshire Council
Website	www.stratfield-mortimer.gov.uk
Working Party	a group established by the Council or a Committee to deal with short term, task-limited, matters

Appendix – List of Policies and Documents, and Assignments

Name	Latest version	Date	Assigned to
Policies - Public			
Advertising and Fly Posting	3.0	12/06/2025	Community Committee
Asset Valuation and Register	3.0	13/03/2025	Council via F&GP
Biodiversity	1.0	08/02/2024	Community Committee
CCTV	2.0	12/06/2025	Council via F&GP
Code of Conduct	4.0	12/06/2025	Council via F&GP
Community Grant	3.0	12/06/2025	Council via Community Committee
Complaints	2.0	12/06/2025	Council via F&GP
Expenses	3.0	09/01/2025	Council via F&GP
Facebook Use	1.0	09/01/2014	Community Committee
Fairground Use	1.0	11/04/2024	Estate Management Committee
Financial Regulations	7.0	15/05/2025	Council via F&GP
Freedom of Information	1.0	14/11/2019	Council via F&GP
Health and Safety	1.0	12/10/2023	Council via F&GP
Investment Strategy	3.0	09/01/2025	Council via F&GP
Policy Guidance and Glossary	2.0	15/05/2025	Council via F&GP
Record Retention Policy	2.0	08/09/2022	Council via F&GP
Scheme of Delegation	4.0	12/06/2025	Council via F&GP
Standing Orders	5.0	12/06/2025	Council via F&GP
Tennis Diversity and Inclusion	1.0	11/2022	Estate Management Committee
Tennis Safeguarding	1.0	11/2022	Estate Management Committee
Tennis Safeguarding and Whistleblowing	1.0	2019	Estate Management Committee
Training and Development	2.0	09/01/2025	Council via F&GP
Policies - Personnel			
Dignity at Work	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Disciplinary	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Equal Opportunities	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Grievance	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Performance Management	1.0	12/10/2023	F&GP via Personnel Sub-Committee
Sickness and Absence	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Documents			
Cemetery Regulations	1.0	13/06/2024	Estate Management Committee
Civility and Respect Pledge	1.0	02/12/2022	Council
Data Protection Privacy Notice	2.0	11/01/2024	Council via F&GP
Fairground Regulations	5.0	13/06/2024	Estate Management Committee
Freedom of Information Publication Scheme	1.0	14/01/2019	Council via F&GP
Guidance Notes on Annual Parish Meetings	2.0	08/03/2012	Council via F&GP
Pillbox Terms of Access	1.0	14/03/2024	Estate Management Committee

Procurement Terms	2.0	08/02/2024	F&GP
Risk Register	2025	06/03/2025	F&GP

[illegible]